Self Service 'MyBiz (NAF)'
Module II, Chapter 3
Updating My Information

Introduction

Self Service provides employees the ability to log into 'MyBiz (NAF)' and update their personal information. The following pages provide a brief overview of this new functionality.

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Update My Information

The Update My Information function allows employees to update employee information.

Figure 1

Privacy Act Statement

Before you can 'view, add and/or update' your personal information, you must [ACCEPT] the 'Privacy Act Statement'.
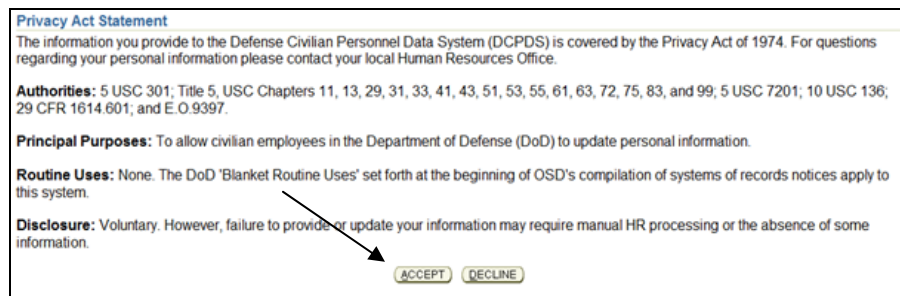

Figure 2

Tabs - The following is a list of the 'Tabs' with 'associated' information.

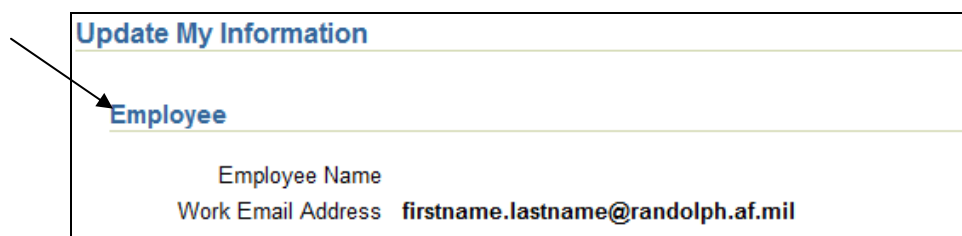**The General Information header** includes the employee's name and work email address.

Figure 3

The Profile tab allows the employee the ability to update/change their security questions, answer and password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page), work email address, phone numbers and physical work address.
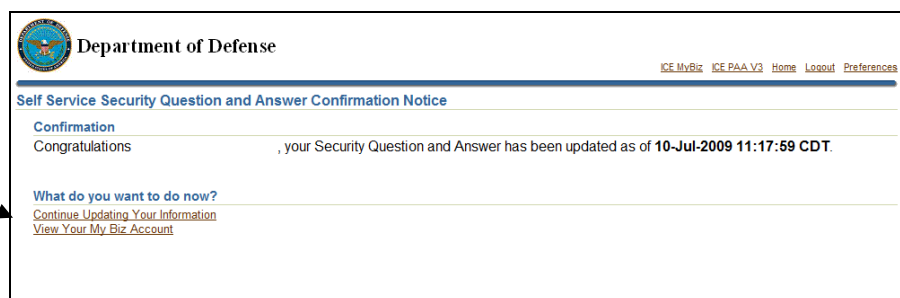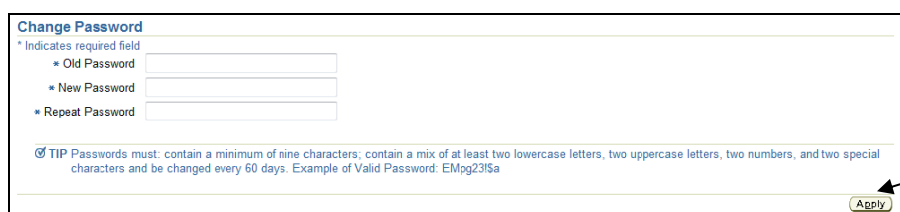

Figure 4

To update your security question select the Update/Review Security Question button. This information will be used to validate your information if you forget your password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page)

Figure 5

Enter the information below, and select the 'Update' button.

Figure 6

Once 'Update' is complete, a 'Confirmation' page displays. Select Continue Updating Your Information link to continue updating your work information. To return to the 'MyBiz (NAF)' menu select on View Your My Biz Account link.
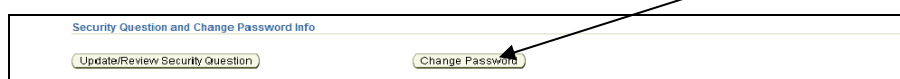
Figure 7

To change your password, select the [Change Password] button (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page).

Figure 8

Enter your old password, followed by your new password twice, and then select 'Apply'. Note: You cannot 'Cancel' this action; you must reset your password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page).
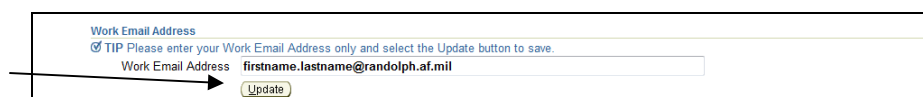
Figure 9

Work Email Address

To 'Add/Update' work email address, type the new email address and then select the [Update] button. Email address is currently being used for the NSPS and 'Agency unique' Performance Appraisal notification.   In addition, email addresses are being used to communicate personnel information directly to employees.

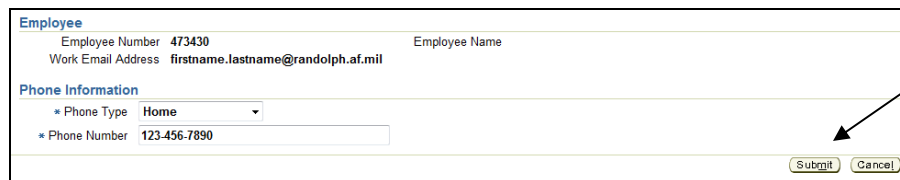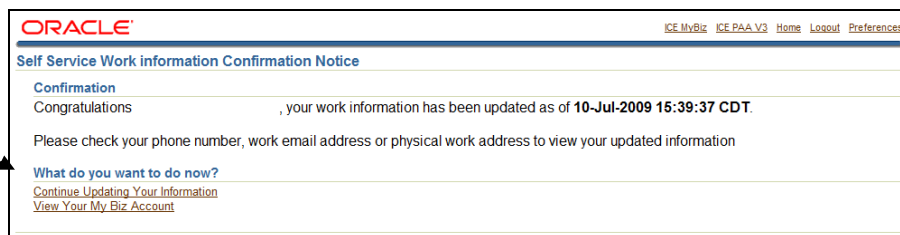**Figure 10**

After selecting 'Update', a 'Confirmation' page displays. Select
Continue Updating Your Information link to continue updating your work information. To
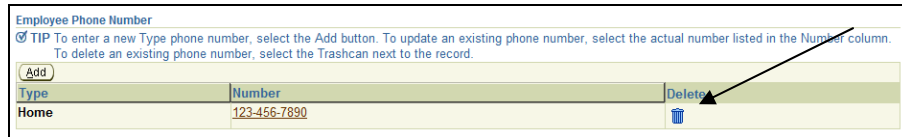return to the 'MyBiz (NAF)' menu select on View Your My Biz Account link.
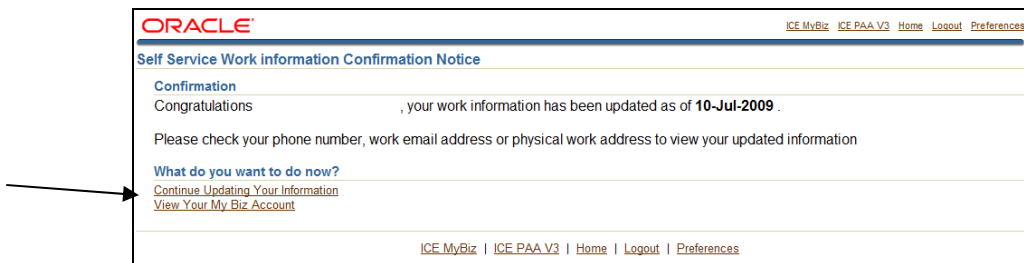
Figure 11

Phone Numbers

To 'add' a new phone number, select the Add button.
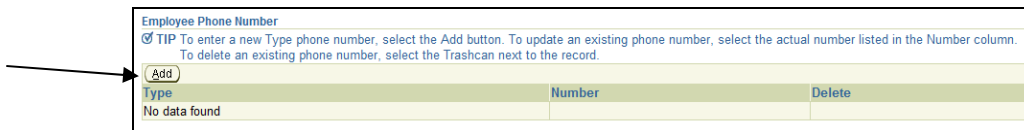
Figure 12

Select a phone type from the drop down list. 'Phone Type' and 'Phone Number' are
required fields which are noted with an *. Once you have selected a phone type enter
your phone number to include area code and dashes. Extensions may also be included.
Example: 123-456-7899 Ext 123. Once you have finished entering your phone number,
select the Submit button.

Figure 13

After selecting 'Submit', a 'Confirmation' page displays. Select
Continue Updating Your Information link to continue updating your work information. To
return to the 'MyBiz (NAF)' menu select on View Your My Biz Account link.
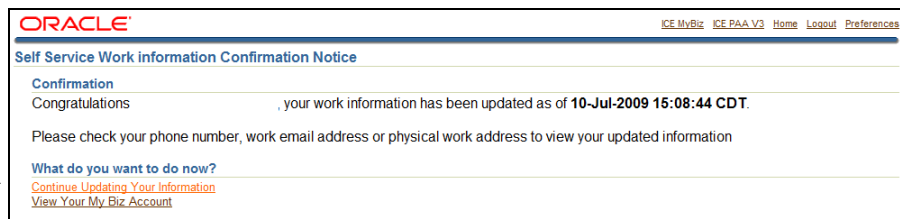
Figure 14

Edit a Phone Number
To 'update' an existing phone number select on the phone number link 123-456-7890 .
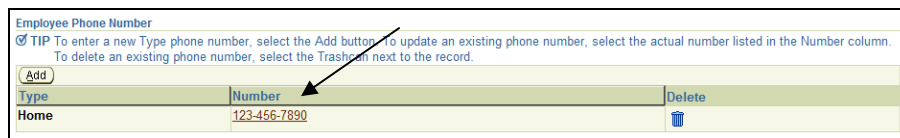
Figure 15

Change the phone number and select the Submit button.

Figure 16

After selecting 'Submit', a 'Confirmation' page displays. Select
Continue Updating Your Information link to continue updating your work information. To
return to the 'MyBiz (NAF)' menu select on View Your My Biz Account link.

Figure 17

Delete a Phone Number

To 'delete' a phone number, select the 🗑 button next to the number you want to delete.

Figure 18

A warning screen displays; select the [Yes] button to process the delete. If you want to cancel the delete, select the [No] button.
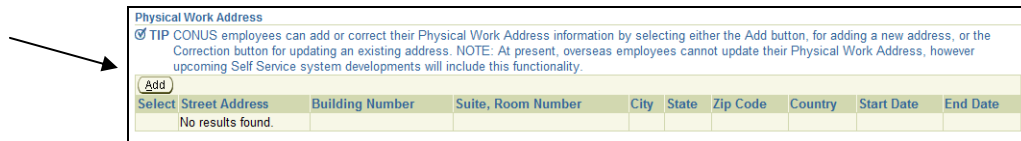
Figure 19

Physical Work Address

To 'add' Physical Work Address, select the [Add] button. Self Service only allows employees to 'add' one Physical Work address update within a 24 hour period.
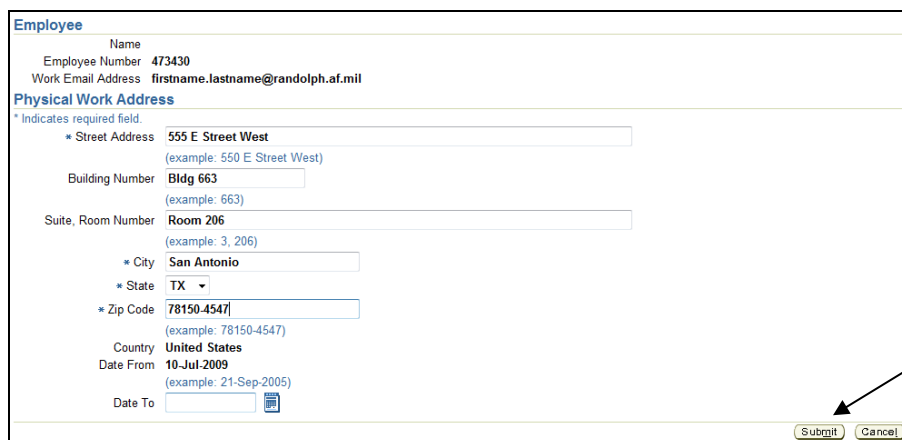
Figure 20

When adding a Physical Work Address, 'Street Address, City, State, Zip Code' are required fields and are noted with an *. Select the [Submit] button to save data.
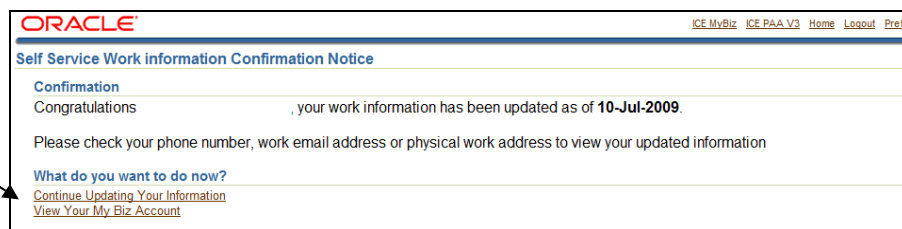
Figure 21

After selecting 'Submit', a 'Confirmation' page displays. To return to the Profile tab, select the Continue Updating Your Information link. To return to the 'MyBiz (NAF)' menu select on the View Your My Biz Account link.
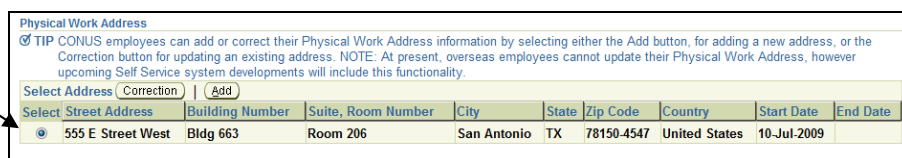
Figure 22

Edit Physical Work Address

To correct a physical work address select the radio button ⊙ next to the physical work address, then select the Correction button.
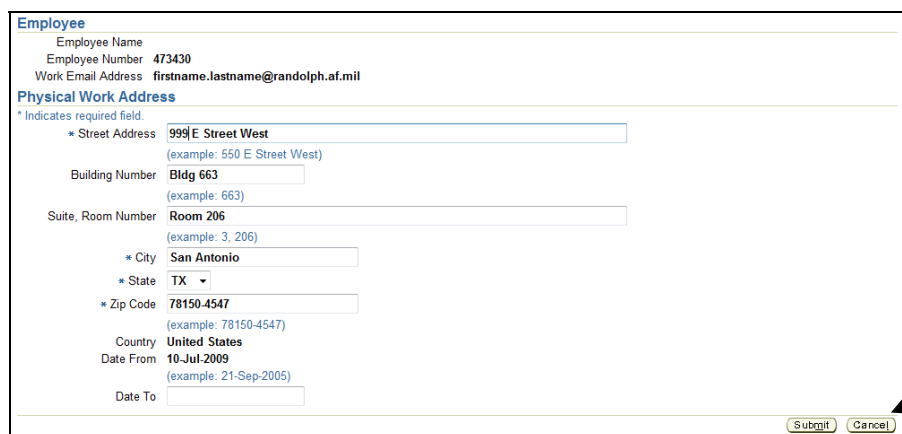
Figure 23

Make the necessary changes to your physical work address, and then select the Submit button.

Figure 24

After selecting 'Submit', a Confirmation page displays. Your changes have now been updated to your personnel record.

Figure 25

Handicap tab contains employee's current handicap code.

To update handicap code select from the drop down list using the down arrow. Once you have selected the appropriate code, select the Update button.

Figure 26

Language tab contains employee's languages and 'Consent to Share and Release Language Information' section.

Figure 27

Employees can 'update' proficiencies in an existing language, 'delete' a language or 'add' a new language to their 'MyBiz (NAF)' record.

Figure 28

To 'update' an existing language you must select the radio button next to the language, then select the [Update] button. Once all changes have been made, select the [Submit] button to save your changes.

Figure 29

To 'delete' an existing language you must select the radio button next to the language, then select the [Delete] button.

Figure 30

Once you select on 'delete' button, a notification will appear, select on 'Yes' to delete, 'No' to return to the language screen.

Figure 31

To 'add' a new language you must select the [Add] button.

Figure 32

Use the drop down menus to select the appropriate data for each data field. Once you have completed 'adding' your new language, select the [Submit] button to save your language.

Figure 33

After selecting 'Submit', 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select on the Continue Updating Your Information link. To return to 'MyBiz (NAF)', select the View Your My Biz Account link.

Figure 34

Retiring & Separating Employees Consent to Share & Release Your Language Information

The language information you provide in the 'Consent to Share and Release Language Information' section of the 'Language Information' tab will only be used upon your **retirement** or **separation** from Federal Service. Review and/or update your information now and/or before retiring or separating since all language information in your personnel file will be made available if you chose 'Yes' to Consent to Share and Release Your Language Information.

Figure 35

1. Review the Consent to Share and Release Language Information section and make appropriate selection.

   Notes:
   a. If a valid work email address is in 'MyBiz', Update My Information, Profile, **Work Email Address** data field, then you also will receive a 'Consent to Share and Release Language Information' confirmation email if you 'Update' your information.

   b. You will not receive a confirmation email if you do not have a work email
      address in 'MyBiz' or you add an email after you initially 'Updated' your Consent to Share and Release Language Information however you can print the 'Confirmation page' for your records.

2. Select either 'Yes' or 'No' in the section if you have self-certified or formally tested/certified language information in your personnel record. Your consent will be for all languages currently in your personnel record.

   Note: In order to share your language information with other Federal Agencies, you must select 'Yes' to being contacted by the Department of Defense.

3. Select the 'Update' button if you updated your information.

Figure 36

Note: You will not be contacted if you do not select 'Yes' in the Consent to Contact drop down fields.

4. Once you submit your information, a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select on the Continue Updating Your Information link. To return to ''MyBiz (NAF)'', select the View Your My Biz Account link.

Figure 37

Notes:

a. If your valid work email address is in 'MyBiz (NAF)', Update My Information, Profile, **Work Email Address** data field, then you will also receive a 'Consent to Share and Release Language Information' confirmation email.
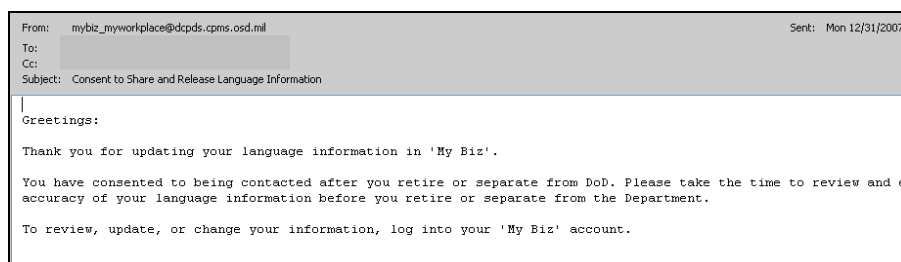
Figure 38

b. If you **do not** have an email address, then print this page for your records.

Figure 39

c. If you **do not** have a valid work email address, then update your email in MyBiz (NAF), Update My Information, Profile, 'Work Email Address' data field.

Figure 40

Ethnicity and Race tab contains employee's ethnicity and race.

Figure 41

To 'update' ethnicity and race, answer the 'Are You Hispanic and Latino' question and use the drop down menu to view to select either 'Yes' or 'No'. Once you are ready to update, select the [Submit] button. To 'print' the SF181 form, select the [Print SF181] button.

To view the SF181 Privacy Act Statement, select the [View Privacy Act Statement]

Figure 42

SF181

To print the SF181 select [Print SF181] .

Figure 43

The SF181 can either be 'saved' to your computer or can be 'opened' and printed. To open the SF181 select the [Open] button.
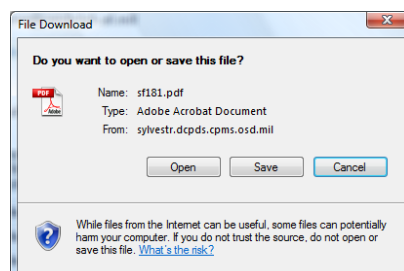

Figure 44

To print the SF181, select on the printer icon [printer icon] or select 'File, Print'. To exit this page, select 'File', 'Exit'.

Figure 45

Emergency Contact tab contains employee's emergency contact information.

Select the link [Emergency Contact] to 'add, change or remove' your emergency contact information.

Figure 46

Adding Emergency Contact Information

To 'add' information on an emergency contact person, select the 'Add' button.

Figure 47

Complete the following: 'Name' (first, middle, last), 'Email Address', Primary Contact, Residence Address' and 'Phone Number(s)' and select the [Next] button.

Figure 48

Select the [Submit] button to save your information. Select the [Back] button to return to the previous screen to make any necessary corrections. To print this information, select the [Printable Page] button. To exit without saving your information select the [Cancel] button.

Figure 49

Updating Emergency Contact Information

To 'update' information on an existing emergency contact person, first select the radio button next to the contacts name, and then select the Update button.

Figure 50

Make the necessary updates and select the Next button.

Figure 51

A 'Review' page will appear so that you can ensure the information is correct before saving. The items marked with a blue dot are those items that were changed. Select the [Submit] button to save your information. Select the [Back] button to return to the previous screen to make any necessary corrections. To print this information, select the [Printable Page] button. To exit without saving your information select the [Cancel] button.

Figure 52

A 'Confirmation' page displays when your information has been submitted. To return to the 'Emergency Contact' page select, the [Return to Overview] button.

Figure 53

A 'Warning' page will be displayed if you selected [Cancel]. If you want to cancel and exit, select the [Yes] button. If you want to return to the previous page select the [No] button.
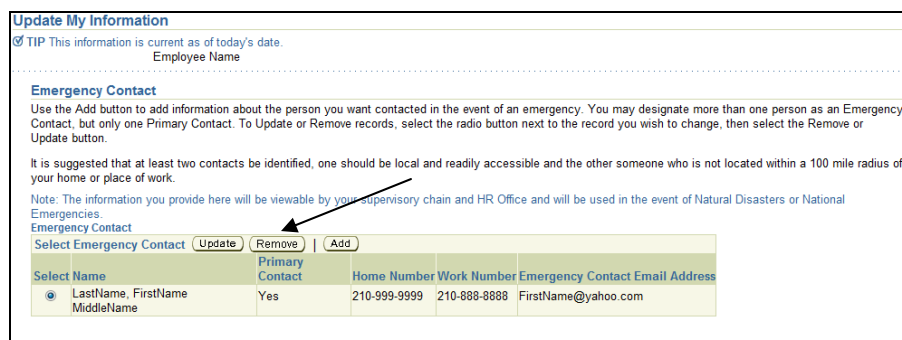
Figure 54

Removing Emergency Contact Information

To 'remove' an emergency contact, first select the radio button next to the person you want to 'remove' and then select the Remove button.

Figure 55

Once you have verified that you selected the correct person to remove, select the Next button to continue.

Figure 56

Select the Submit button to remove and save your change. Select the Back button to return to the previous screen to make any necessary corrections. To print this information, select the Printable Page button. To exit without removing your contact person, select the Cancel button.

Figure 57

A 'Confirmation' page will display when your information has been removed. To return to the Emergency Contact page select the [Return to Overview] button.
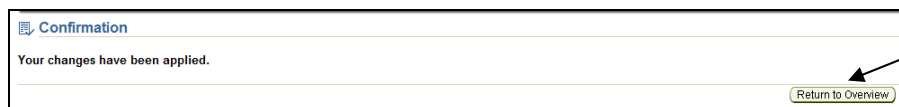

Figure 58

A 'Warning' page will display if you selected [Cancel]. If you want to cancel and exit, select the [Yes] button. If you want to return to the previous page select the [No] button.

Figure 59

Printing Receipt

To print a receipt, select the [Print Receipt] button.

Figure 60

The receipt can either be saved to your computer or can be opened and printed. To open the receipt, select the [Open] button.
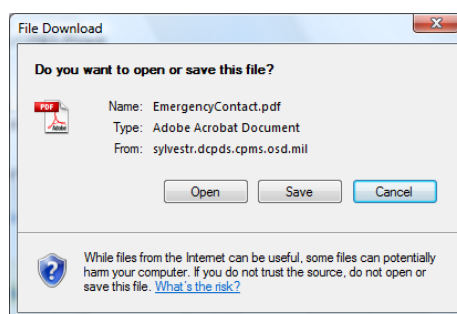

Figure 61

Printed Receipt

To print the 'Receipt', select on the printer icon ⎙ or select 'File', 'Print'. To exit this page, select 'File', 'Exit'.

Emergency Contact: Receipt

Contact Information

"For Official Use Only - Privacy Act Sensitive Information "	
Employee Name	
Employee Home Phone	123-456-7890
Employee Work Phone	
Employee Home Address	Payroll update pending Pending TX US
Employee Email Address	firstname.lastname@randolph.af.mil
Contact # 1	
Primary Contact	Yes
First Name	FirstName
Middle Name	MiddleName
Last Name	LastName
Email Address	FirstName@yahoo.com
Phone	
Home	210-999-9999
Home Secondary	
Home Tertiary	
Mobile	
Work	210-888-8888
Work Secondary	

Figure 62